



Peace Corps/Sierra Leone  
Freetown, Sierra Leone  
Phone: +232 (0)78-200-900

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## **VACANCY ANNOUNCEMENT**

**POSITION: PST Logistics Coordinator**

**CLOSING DATE: March 29, 2011**

**Position Contract Date:** May to August, 2011

**LOCATION:** Makeni, Sierra Leone

The United States Peace Corps Agency in Freetown is seeking individual for the position of PST Logistics Coordinator. The Logistics Coordinator will work under the supervision of the DPT (Director of programming and Training) and in collaboration with the Training Manager, Language Culture Facilitators, and Technical Trainers. The Logistics Coordinator will be responsible for ensuring that all logistical systems and arrangements are in place for the successful implementation of the PST. She/He will provide a link between the training site and the PC office. The Logistics Coordinator will be expected to participate in all Training of Trainers workshops to prepare for and understand PST.

### **Duties and Responsibilities**

- Identify all logistical needs with input from the Training Manager, Coordinators and AO and ensure that needs are met in a timely manner.
- Ensure that all logistical and administrative structures and arrangements are in place in advance of the beginning of PST.
- Manage logistical and administrative problems as they arise with Support Staff, making decisions about what needs to be done and following through on them.
- Document all forms, memos, letters, contracts, and so on used in PST.
- Participate in all core staff meetings as requested the by the Training Manager and/or Coordinators.
- Submit regular reports on the state of the logistics/administrative sector.
- Assist with the purchase of supplies, obtain required receipts, and coordinate with Financial Assistant.
- Establish an inventory system to account for all PST supplies--check the inventories at the beginning and end of PST.
- Establish a sign-out system for materials and resources used by all training staff and trainees.
- Set up the PST office, ensuring that all equipment is in working order and that supplies are available.
- Assist in all transition activities and training events which require intense logistical input: Trainees' arrival; transportation; accommodations; home stays; meals; model school; site visits; Supervisors' Workshop; and others identified by the Training Manager.
- Assist the Training Manager in compiling all materials at the end of PST.
- Work with the PCMOs, and Training Manager to prepare the site and Homestay families for Trainees.
- Evaluate the success of logistical and administrative systems used.
- Complete self-assessment forms and receive feedback on own's performance

## **QUALIFICATIONS REQUIRED**

1. Education: Minimum of secondary school certificate.
2. Experience: Three to five years of related work experience.
3. Language: Reading, writing and speaking fluency in English in addition to Krio and/or other local languages
4. Job Knowledge: Experience in staff management and working knowledge of logistics, procurement, warehousing and general building maintenance procedures.
5. Computers: basic skill in Microsoft Office applications.
6. Skills and Abilities: Demonstrated ability to work in a multi-task environment and a licensed driver with a clean driving record.
7. Experience working in a cross-cultural environment with U.S. citizens.

**Application Deadline: March 29, 2011**

### **To apply:**

#### Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.
3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

### **Please note:**

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

**Submit applications to [pcjob@sl.peacecorps.gov](mailto:pcjob@sl.peacecorps.gov) or # 34 Oldrailway Line, Signal Hill, Wilberforce, Freetown or The District Education Office in Makeni no later than March 29, 2011.**